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How to insert hyperlinks in a PowerPoint

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1 Select the Target:

Choose the text, shape or picture that you want to turn into a hyperlink



2 Access the Hyperlink Feature

Option1 Using the RIBBON; GO to the 'insert' tab and 'click' "link"
Option2 Right click; RIGHT CLICK on the selected text or object and choose "Link" from the shortcut menu

3 Choose Link Type:

Existing File or Web Page;
If you want to link to a specific slide in your presentation . Create a new Document if you want to link to another presentation



4 Enter the link information;

Address; Paste or type the URL of the website or the path to the file you want to link to.

Text to Display (Optional)
Change the text that appears for the hyperlink.
ScreenTip(Optional) Add a ScreenTip that appears when the user hovers over the hyperlink.

5 Confirm and Create the Link;

Click"OK" to create the hyperlink

what is the purpose of how to insert hyperlinks in a PowerPoint

To add interactivity and make it simple for users to click a button or link to navigate to another slide in your deck, another presentation, an Excel file, or a website, you can simply include hyperlinks or links in PowerPoint presentations.

what are the advantages of how to insert hyperlinks in PowerPoint

PowerPoint hyperlinks after the following advantages, Give users immediate access to more information without requiring them to search or to navigate between the apps, This maintains the audience's attention and enhances flow. Make non-linear navigation possible so that viewers may access the material in any order.